

ROLES AND RESPONSIBILITIES

Volunteers' Responsibilities:

- Provide childcare during your designated assignments:
 - Saturday, 7:00 am to 5:45 pm
 - Sunday, 9:45 am to 1:00 pm
- Please arrive at the time you are expected to begin providing childcare supervision.
- Follow the children's schedule of activities.
- Help and support one another.
- Help clean up after each activity and at the end of the day.
- Most importantly, have fun with the kids!

WESP-DHH Outreach Responsibilities:

- WESP-DHH Outreach will notify applicants no later than September 11, 2015 regarding their acceptance to the Family Conference volunteer team; however, final acceptance is dependent upon the submission and results of the required Background Check paperwork.
- For accepted volunteers who must travel more than 20 miles to get to Oconomowoc, WESP-DHH Outreach will provide overnight lodging in shared hotel rooms on Friday, October 23rd and Saturday, October 24th at the conference site.
- For accepted volunteers whose travel is less than 20 miles to Oconomowoc, WESP-DHH Outreach will reimburse mileage to and from the hotel.
- All accepted volunteers will be provided with meals throughout the conference.

Additional Information:

- We prefer that volunteers be present for the entire weekend in order to provide consistency for the children.
- Volunteers must arrive and register on Friday, October 23rd between 3:00 – 5:00 pm, at which time you will get your hotel key, nametag, and age group assignment (at the family conference registration table). **Volunteers are expected to arrive and complete the registration process BY 5:00 PM.**
- Volunteers must attend the **MANDATORY meeting the evening of Friday, October 23rd**, time to be determined. If you are unable to arrive by 5:00 PM, please contact Heidi Hollenberger before March 1st at heidi.hollenberger@wesp-dhh.wi.gov to obtain special permission to miss this meeting. Decisions will be made on a case-by-case basis.

BACKGROUND CHECK INFORMATION

Please complete and return the following:

- **Authorization to Release Information Form (PI-2660)** – return directly to the DPI in Madison, Wisconsin by August 1, 2015
- Upon receipt of your PI-2660, one of two things will occur:
 - Someone will contact you via email to let you know that your background check has cleared and you can volunteer;
 - If you have lived outside the state of Wisconsin at any time during the past 20 years, DPI will send you a fingerprint card and reimbursement form. Please obtain your fingerprints and return the card to the DPI by September 1, 2015. You will be notified via email when your fingerprints have been cleared and you can volunteer.
- ****If you have volunteered for the WESP-DHH Outreach between the dates of October 23, 2013 and the current date and submitted fingerprint cards, you will not need to submit fingerprint cards for this event. You will however need to submit the PI-2660 background check form.**